



EMPLOYEE PERFORMANCE APPRAISAL REPORT
NON-SUPERVISORY/NON-EXEMPT EMPLOYEES
State Form 52402 (9-05)

This form will be used to evaluate performance for non-supervisory employees who are overtime eligible. Examples of classes include (but are not limited to): clerical support, laborers, psychiatric attendants, correctional officers, maintenance staff, etc.

Employee Name	Employee ID Number/Last 4 Digits of SSN
Agency/Division	Business Unit
Class title/Class code	Review Period to

TYPE OF EVALUATION	<input type="checkbox"/> Six (6) Month Working Test (Merit Agencies Only)	
<input type="checkbox"/> Annual	<input type="checkbox"/> Successfully Completed. Permanent Status Granted. Effective Date:	
<input type="checkbox"/> Interim	<input type="checkbox"/> Request Extension for six (6) months. Extended Due Date:	
<input type="checkbox"/> Other:	State Personnel Director Approval:	Date:

A. PERFORMANCE EXPECTATIONS

Expectation/Results (Rank in order of Importance)	Rating
Performance Expectation #1: Results:	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
Performance Expectation #2: Results:	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
Performance Expectation #3: Results:	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
Performance Expectation #4: Results:	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
Performance Expectation #5: Results:	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
Performance Expectation #6: Results:	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation

NOTE: Failure to meet expectation for any area of responsibility may result in employee being placed on a Work Improvement Plan or separation, and may result in employee receiving an Overall Performance Rating of "Does Not Meet Expectation."

**SECTION
RATING**

☐ Meets Expectation
☐ Exceeds Expectation
☐ Does Not Meet Expectation

B. GENERAL FACTORS

All employees are rated on the following general factors:

General Factor	Expectation	Rating
1. Job Knowledge	<i>Possesses adequate knowledge skills and experience to perform the duties of the job; understands the purpose of the work unit and how position contributes to the overall mission of the agency; maintains competency in essential areas.</i>	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
2. Customer Service	<i>Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations; responds promptly and willingly to provide information, services and/or products as needed.</i>	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
3. Teamwork	<i>Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works cooperatively with others to achieve goals.</i>	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
4. Adaptability/Flexibility	<i>Adapts readily to new situations and changes in the workplace; works well under pressure; learns and functions well under widely different situations and circumstances.</i>	<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation

The following factors are to be completed at the agency level, based upon the competency needs for the position:

5.		<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
6.		<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
7.		<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation
8.		<input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation

NOTE: Failure to meet expectation for any General Factor may result in employee being placed on a Work Improvement Plan or separation, and may result in employee receiving an Overall Performance Rating of "Does Not Meet Expectation."

**SECTION
RATING**

☐ Meets Expectation
☐ Exceeds Expectation
☐ Does Not Meet Expectation

OVERALL PERFORMANCE RATING:
☐ Meets Expectations
☐ Exceeds Expectations
☐ Does Not Meet Expectations

COMMENTS:

Evaluator signature	Reviewer signature	Appointing Authority signature	Date
I hereby certify that this report constitutes an accurate evaluation using my best judgment of the service performed by this employee for the review period covered.			
Employee signature	I hereby certify that I have had an opportunity to review this report and understand that I am to receive a copy. I am aware that my signature does not necessarily mean I agree with the rating.		Date